

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 98-4.12 **Guidelines for Public Art Selection**

Adopted October 5, 1998

Affirmed April 16, 2001

Revised May 3, 2004

Revised April 16, 2007

Revised July 6, 2010

4.12.010 **Purpose**

The Public Art Selection Commission (PASC) is a seven-member commission, appointed by the Mayor and approved by the City Council, with recommending authority over acceptance, selection, and placement of all art for the City of Corvallis.

- a. Public art is defined as original works of visual art accessible to the public.
- b. This policy applies to art that is placed on property owned or maintained by the City, as well as public art financed through public and/or private funding.
- c. This policy applies to artwork that is considered permanent in status, defined as art that will remain in City ownership one year or more. If the artwork is to be in City ownership one year or less, it shall be defined as temporary and is exempt from review by PASC. The City may remove or decommission temporary artwork at the end of the one-year period.
- d. The policy shall be administered by the PASC. In the event that a separate City Council-appointed Commission or City-designated citizen task force have recommendations regarding the artwork that are different than PASC's recommendation, the City Council shall make the final decision regarding the artwork selection and placement.

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4.12.020 Standards

The PASC shall adhere to the following standards:

- a. Art selected shall be of the highest aesthetic quality and represent a wide range of artistic interests, tastes, and cultures.
- b. The PASC shall encourage public dialogue and education of citizens pertaining to public art.

4.12.030 Art Selection Criteria

The PASC shall consider the following criteria in its review of proposed public art selection:

- a. Artistic aesthetic excellence/quality of artwork and craftsmanship;
- b. Relationship of artwork to site;
- c. Maintenance provisions (5-10 percent of project budget) to be deposited in the appropriate art maintenance account;
- d. Adherence to master plans of existing jurisdictions;
- e. Durability, public contact; and,
- f. Responsibility of ownership/maintenance.

4.12.040 Art Selection Categories

The process for proposing public art selected by PASC falls under one of the following categories, and requires that the proposing and/or sponsoring parties proceed according to the appropriate guidelines:

4.12.041 Donated works of art (defined as existing works of art owned by the artist or sponsor).

- a. The City or PASC representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
- b. The donor or donor representative will contact the PASC staff person or Commission to schedule presentation of art to the Public Art Selection Commission.
- c. Prior to presentation, the donor or donor representative will supply the PASC with:

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- 1) actual artwork images; including description of medium, size, and maintenance details;
 - 2) artist biography;
 - 3) description of location and placement of work (provision of map recommended); and
 - 4) detailed budget, if any.
- d. A second meeting with the PASC for final review will be scheduled by staff. Up to three representatives of the site and/or project may be invited to attend this review. Donor or sponsor will be asked to present artwork, photos, or slides. The artist is not part of the final determination.

4.12.042 Donations of Art - Acceptance Criteria

- a. Gifts to the City of Corvallis are considered outright and unrestricted donations. Gifts of artworks are considered extremely important and are highly valued at the time acquired. However, no individual or institution can predict, nor govern, the changing attitudes of future generations, nor guarantee permanency of the accepted gifts. The donor acknowledges that the City of Corvallis is very limited in its ability to provide long-term maintenance, preservation, and/or restoration of artworks that are donated gifts.
- b. Gifts of artwork are accepted as unrestricted donations. As an unrestricted donation, the City of Corvallis reserves the right to decline acceptance, keep, loan, sell, exchange, and/or dispose of the artwork if the condition or value so warrants.
- c. Gifts of artwork will be managed in the best interests of the City. Whenever possible, upon deciding that an artwork should be disposed of, the disposal should benefit the City or appropriate City-related institution, such as the Corvallis Arts Center or the Benton County Historical Museum. Any material declared expendable must be approved by the Public Art Selection Commission or current appropriate governing body at the time.
- d. The City will handle all gifts in a respectful manner and may return a gift to the original donor, or estate of the donor, if no other action more advantageous to the City is available.
- e. Donations may be tax deductible. Return of a donation, should this action occur, may have other tax implications. Neither the City of Corvallis nor the members of the Public Art Selection Commission can

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appraise donations. For the protection of the donor, artwork must be appraised by a disinterested third party before title to the artwork is conveyed to the City.

- f. Where possible, the donor shall relocate artwork to a mutually agreeable location where PASC may objectively evaluate the artwork.

4.12.043 Commissioned works of art (defined as works of art created after an invitation to artists).

- a. The City or PASC representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
- b. A meeting shall be scheduled to present proposals to the Public Art Selection Commission.
- c. Prior to the meeting, the artist(s) shall supply PASC with a written proposal including the following:
 - 1) medium,
 - 2) size,
 - 3) location,
 - 4) budget,
 - 5) maintenance information,
 - 6) date of installation,
 - 7) photos or slides of previous work, and
 - 8) biographical information.
 - 9) preferred site proposals, if applicable
- d. After proposal review, the PASC shall recommend further action regarding the above data.
- e. The PASC shall schedule a second meeting for final review after recommendations have been followed. Sponsor will be asked to present images. Artists are not part of the final review. Up to three representatives of the site and/or project may be invited to attend this meeting.

4.12.044 Call for proposals or qualifications (defined as an announcement open to all artists to solicit proposals or ideas for a specific site or general area).

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- a. The City or PASC representatives will contact all participating agencies, organizations, and landlords to receive tentative approval and sponsorship of the project.
- b. A meeting of the PASC shall be scheduled to review the project and establish guidelines or approve a call to artists. The sponsoring party administers the call. Artists shall be asked to include the following in their proposals:
 - 1) medium,
 - 2) size,
 - 3) location,
 - 4) budget,
 - 5) maintenance information,
 - 6) date of installation,
 - 7) images of previous work, and
 - 8) biographical information.
- c. Following receipt of proposals, a second meeting of the PASC shall be scheduled to review those submissions. Up to three representatives of the site and/or project may be invited to attend the meeting. The sponsor will be asked to present artwork images. Artist is not part of the final review.

4.12.050 Notification and Award

In all cases, following the review process, artists, donors, and/or sponsors shall be notified by the PASC of project approval or denial, and advised as to further action required. A contract between the City of Corvallis, the artist, and any other involved parties shall be executed and will include all aspects of the project, including ownership, responsibility, maintenance, and longevity. A Public Art account shall be established for the maintenance of public art. The Public Art Selection Commission shall administer this account with fiscal management by the City of Corvallis.

4.12.060 Appeals

The decision of the Public Art Selection Commission may be appealed to the City Council consistent with Section 54 of the Corvallis City Charter.

4.12.070 Review and Update

This Leisure and Cultural Activities Policy shall be reviewed every three years by the City Manager.

Artwork Donation Form

Conditions and Acceptance Policy

1. Gifts to the City of Corvallis are considered outright and unrestricted donations.
2. Gifts of artworks are considered extremely important and are highly valued at the time acquired. However, no individual or institution can predict, nor govern, the changing attitudes of future generations, nor guarantee permanency of the accepted gifts.
3. The City of Corvallis is very limited in its ability to provide long-term maintenance, preservation, and/or restoration of artworks that are donated gifts.
4. Gifts of artwork are accepted as unrestricted donations. As an unrestricted donation, the City of Corvallis reserves the right to decline acceptance, keep, loan, sell, exchange, and/or dispose of the artwork if the condition or value so warrants. Gifts of artwork will be managed in the best interest of the City.
5. If determined that the artwork should be disposed of, the disposal should benefit the city or appropriate city-related institution, such as the Corvallis Arts Center or the Benton County Historical Museum.
6. Any material declared expendable must be approved by the Public Art Selection Commission or current appropriate governing body of the time.
7. The City will handle all gifts in a respectful manner, and may return a gift the original donor, or estate of the donor, if no other action more advantageous to the city is available.
8. Donations may be tax deductible. Return of a donation, should this action occur, may have other tax implications. Neither the City of Corvallis nor the members of the Public Art Selection Commission can appraise donations. For the protection of the donor, artwork must be appraised by a disinterested third party before title to the artwork is conveyed to the City.

I have read the Conditions and Acceptance Policy for artwork accepted as a gift to the City of Corvallis. I understand and agree with the conditions set forth by this policy.

Signature: _____

Date: _____

Name (Print):

Address:

Telephone:

Item to be Donated:

Description:

Media:

Size:

Condition:

Artist:

Date Created:

Any Other Background
Information:
